



RE-POST

PREVIOUS CANDIDATES WILL BE CONSIDERED AND NEED NOT RE-APPLY

Opening Date:	January 5, 2007	Closing Date:	January 19, 2007
Job Title:	Supervisor I - Microfilm	Position Type:	Regular Full Time
PIN:	059675	FLSA Status:	Non-Exempt
Location:	Circuit Court for Prince George's County Upper Marlboro, Maryland	Grade/Salary Range:	J09 \$33,106 - \$54,172
Financial Disclosure:	No	Entry Range:	J09 \$33,106 - \$39,357 (Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential Functions: Supervises operations within the Microfilm department and coordinates work flow and staff coverage. Responsible for updating Civil and Criminal trial case files on microfilm. Organizes and maintains the film file system. Accountable for all sealed cases, adoptions, and juvenile waivers. Organizes and maintains a ledger on Military Discharge documents. Corrects malfunctions of microfilm and copying equipment. Conducts or participates in employment interviews and selections. Manages the conduct and documentation of staff performance evaluations, staff development and training, conflict mediation and progressive discipline. Resolves complex and/or unusual work related problems; researches, reviews and interprets changes in Maryland Rules of Procedures as it relates to microfilm, court policies and other decisions which affect the department. Maintains effective working relationship among staff and with other agencies and the public. Prepares correspondence and management reports. Supports office financial management, e.g. cash register close outs, compilation of statistics used in office's budget management. Supervisor will report directly to division manager. May perform complex and non-routine work of department as necessary.

Education: High School Diploma or GED.

Experience: Two years of related experience.

Preferred: Prior supervisory or lead experience and working knowledge of office and personnel management.

Skills/Abilities: Knowledge and experience in the technical work of the microfilm department. Ability to set and handle multiple priorities and to recognize and handle critical work and interpersonal situations. Good communication skills, to include ability to compose correspondence utilizing proper grammar, spelling and punctuation. Basic computer skills. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted). You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County
14735 Main Street, Room M1401
Upper Marlboro, MD 20772-9987
ATTN: Peggy Magee, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.